



## **TOWN OF ACTON**

# **COMMUNITY PRESERVATION PLAN 2005**

## **COMMUNITY PRESERVATION COMMITTEE**

**September 2004**

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## INTRODUCTION

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The Town of Acton Community Preservation Committee ("the Committee") is pleased to present the 2004/05 Town of Acton *Community Preservation Plan* ("the Plan"). This Plan describes the process for administering the Community Preservation Act (CPA) in the Town of Acton. The Plan presents a description of the CPA as it applies to the Town, a definition of CPA goals, and a methodology and procedure by which the CPA will be administered. As such, it represents an informational document for the citizens of the Town, a guideline and instructional document for applicants seeking project funding through the CPA, and a guidance document for this and future CPA Committees in making recommendations to Town Meeting for project funding. The Committee fully recognizes that this document may be modified by future CPA Committees in response to changing goals and experience with the CPA as developed over time.

In April 2004, the Acton Town Meeting appropriated the first round of funding for community preservation projects, reserves, and administration in a total sum of \$873,483. This Plan includes a report on this appropriation.

The Committee wishes to thank the multitude of Town citizens, Town and State officials and Committee members, as well as members of neighboring town CPA committees for their help in the development of this Plan.

For additional information on the CPA statute and how it is being applied in towns across the State, visit the Community Preservation Coalition website at [www.communitypreservation.org](http://www.communitypreservation.org). For information on Acton's Community Preservation activity, visit the Town website at [www.acton-ma.gov](http://www.acton-ma.gov).

## THE COMMUNITY PRESERVATION ACT IN ACTON

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The Community Preservation Act. M.G.L. c. 44B, ("the CPA") allows Massachusetts cities and towns to raise monies through a surcharge of up to 3% of the real estate tax levy on real property. These funds may then be used to acquire, create and preserve open space; acquire and preserve historic resources; create, preserve and support community housing; and acquire, create and preserve land for recreational use. The Act also provides a significant State matching fund of more than \$26 million annually. In addition to Acton, 60 other cities and towns across the state have adopted the CPA to date.

The Community Preservation Act, M.G.L. c. 44B (the CPA) was approved by Acton voters at the April 2, 2002 Town Meeting and again at the November 5, 2002 Town election. In Acton, voters elected to fund the CPA account through a 1.5% surcharge on all real estate property tax bills with two exemptions:

- Residential property owned and occupied by any person who qualifies for low-income housing, or low- or moderate-income senior housing.
- \$100,000 of taxable value of residential real property.

In its first year, Fiscal Year (FY) 2003, this surcharge raised \$470,991. The State's match amounted to \$473,465, bringing the Town of Acton FY 2003 Community Preservation Fund ("the Fund") balance to \$944,456. The 2004 Annual Town Meeting appropriated \$873,483 of the FY 2003 Fund balance for projects, dedicated reserves, and administration, leaving a balance of \$70,973 of undedicated reserves.

For FY 2004, revenues from the local CPA surcharge are estimated at \$532,853. A 100% State match is expected.

### **Community Preservation Committee: Formation and Responsibilities**

Consistent with the terms of the CPA and with the Community Preservation Committee Bylaw adopted at the April 2, 2002 Town Meeting, the Community Preservation Committee has been formed to administer the CPA. The Committee is appointed by the Selectmen. It consists of three at-large members (Peter Berry, Catherine Coleman, Susan Mitchell-Hardt); representatives of the Board of Selectmen (Walter Foster), Conservation Commission (Andrew Magee), Historical Commission (Peter Grover), Planning Board (Stacy Rogers), Recreation Commission (Matt Lundberg), and Acton Housing Authority (vacant); and two associate members (Mimi Herington, Nancy Tavernier). The Selectmen have assigned Roland Bartl, Town Planner, to provide the Committee with staff assistance.

This Plan evolved from the previous year's *Community Preservation Plan*. It incorporates lessons learned from the previous round of project selections and funding appropriations, which was the first year of CPA implementation in Acton. The Committee makes an ongoing effort to meet with many interest groups, including Town department heads and staff, Town committees, environmental and land trust organizations, and the general citizenry. The Committee uses the 1998 Town of Acton *Master Plan Update*, the 2002 – 2007 Town of Acton *Open Space and Recreation Plan*, and other relevant planning materials for reference and guidance. This Plan

attempts to capture Acton's community preservation needs and goals in the three CPA target areas. This Plan also outlines the processes by which the Committee will solicit, review, and recommend proposals for CPA funding, including the application package. It will be updated every year to reflect changes in goals or emphasis.

### **CPA Funding Requirements**

The CPA mandates that each fiscal year Acton must spend, or set aside for later spending, at least 10% of the annual revenues in the Town of Acton Community Preservation Fund for each of three CPA target areas: open space, historic resources, and community housing. Beyond these required allocations, Acton Town Meeting decides how much of the remaining 70% of the funds to spend on the three purposes identified above or for recreation, based on the recommendations of the Committee. The spending mix for the remaining 70% of the Fund can be modified each year, and any monies not appropriated remain in the Fund for future distribution.

A recommendation by the Committee and an appropriation by Town Meeting are both required to spend any Fund monies for particular community preservation purposes. Appropriations from the Fund, except borrowing, are made by a simple majority vote. Borrowing monies for CPA purposes requires a two-thirds majority vote.

Town Meeting may approve, reduce, or reject any amount of spending appropriation recommended by the Committee. At the Committee's recommendation, Town Meeting may also decide to set aside all or part of the annual Fund revenues for later spending by allocating revenues to a reserve for one or more community preservation purpose category. Town Meeting may not, however, increase any recommended appropriation or reservation. In addition, Town Meeting may not appropriate or reserve any fund monies on its own initiative without a prior recommendation by the Committee.

All citizens are welcome to attend the Committee's meetings. The times and locations of these meetings are posted at Town Hall and on the Town website, [www.acton-ma.gov](http://www.acton-ma.gov). Written comments or questions are welcome and may be submitted via email to [cpc@acton-ma.gov](mailto:cpc@acton-ma.gov) or directed to the Community Preservation Committee, c/o Planning Department, Town Hall, 472 Main Street, Acton, MA 01720.

## HOW CPA FUNDS CAN BE USED

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Community Preservation Act funds must be used for public community preservation purposes. The following guidelines summarize these public purposes.

Community preservation is defined by the CPA as, “the acquisition, creation and preservation of open space, the acquisition, creation and preservation of historic structures and landscapes, and the creation and preservation of community housing.”

Preservation is defined as, “the protection of personal or real property from injury, harm or destruction, but not including maintenance.”

As detailed by the CPA, Fund monies may be spent to undertake the following primary community preservation purposes:

- The acquisition, creation and preservation of open space. Open space, as defined by the CPA, “shall include, but not be limited to, land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh . . . water marshes and other wetlands, . . . river, stream, lake and pond frontage, . . . lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use.”
- The creation, preservation and support of community housing. The CPA defines community housing as, “low and moderate income housing for individuals and families, including low or moderate income senior housing.” The term “support” includes expenditures such as annual payments to the Acton Housing Authority to preserve or expand the affordable housing supply.
- The acquisition and preservation of historic resources. The CPA recognizes historic resources as, “historical structures and landscapes,” including “a building, structure, vessel or real property that is listed or eligible for listing on the state register of historic places or has been determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of a city or town.” For CPA purposes, the local historic preservation commission is the Town of Acton Historical Commission.
- The acquisition, creation, and preservation of land for recreational use. The CPA defines recreational use as, “active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field. ‘Recreational use’ shall not include horse or dog racing or the use of land for a stadium, gymnasium, or similar structure.”

Community Preservation Act funds may also be used for the following purposes:

- The “rehabilitation or restoration of . . . open space, historic resources, land for recreational use and community housing that is acquired or created” using monies from the Fund.
- A community may “set aside” revenues for “later spending.”
- Annual “administrative and operating expenses” of the Committee, not to exceed 5% of the Fund’s estimated annual revenues.
- Annual principal and interest payments, preparation, issuance and marketing costs for bonds or notes for borrowings for community preservation purposes.
- Damages payable to property owners for real estate interests taken by the Town by eminent domain for community preservation purposes.
- “Local share for state and federal grants” for allowable community preservation purposes.
- Property acquisition-related expenses including appraisal costs, expenses for title searches, and closing fees.

Community Preservation Act funds may **not** be spent for the following purposes:

- “Replace existing operating funds, only augment them.” The Fund is a supplementary funding source intended to increase available resources for community preservation acquisitions and initiatives.
- Pay for routine maintenance, defined as, “the upkeep of any real or personal property.”
- Gymnasiums, stadiums, or any similar structure.
- Projects without a public purpose or public benefit.

## OPEN SPACE AND RECREATION

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In the 2002-2007 Town of Acton *Open Space and Recreation Plan* (the OSRP) the residents of Acton identified three key open space and recreation goals:

- Preserve the remaining elements of Acton's rural character
- Protect the environment
- Improve recreational opportunities

The 2002 - 2007 Acton OSRP retained these three key goals of the 1997 plan, again recognizing the importance of open space and adequate passive and active recreational areas as critical to preserving the character of the Town and thereby the quality of life shared by its citizens.

### **A. Open Space Resources and Needs**

Although the Town has continued to experience tremendous residential development over the last five years, Acton remains a community with abundant natural and scenic resources, including wetlands, diverse wildlife, conservation areas, ponds, rivers and open space. These resources contribute to making the Town a desirable place to live, which has fueled its continued residential growth. The Town is at a crossroads, however, where many of these resources are threatened by the very development they attract.

Currently, about 13.8% or 1,802 acres of Acton's almost 13,000 acres are permanently protected as open space. Unprotected municipal or state-owned lands account for approximately 9% of the Town's open space. For a more detailed discussion and breakout of these open spaces, please refer to the OSRP.

The CPA allows and encourages the acquisition, creation and preservation of open space. CPA funds may be used to protect open space by outright purchase, or by extinguishing or limiting development rights through the purchase of permanent land conservation or agricultural preservation easements or restrictions.

### **Open Space Preservation Goals**

- Preserve the remaining elements of Acton's rural character.
- Preserve the natural and man-made features that contribute to Acton's character such as open fields, woodlands ponds, country roads, scenic vistas, and stone walls. Preserve and protect historic and cultural properties and sites.
- Preserve open space and develop additional public open spaces and parklands including, but not limited to, areas bordering Fort Pond Brook, Nashoba Brook, the Assabet River, and their tributaries.



- Protect and maintain the remaining farmland in Town, including the preservation of the open fields along Route 2. Encourage continued or new farming enterprises.
- Preserve large tracts of undeveloped land.
- Protect the quality and quantity of Acton's water supply.
- Protect wildlife corridors and wildlife habitat.
- Restore polluted environmental resources.
- Obtain open space through a variety of methods such as, but not limited to, acquiring development rights, outright purchasing potentially developable land, and encouraging property owners to protect and/or preserve their land as open space through conservation restrictions or other means.

## **B. Recreational Resources and Needs**

Between 1990 and 2000 the population of Acton increased by 13.8% to 20,331. Such rapid growth has put a great strain on the Town's existing recreational resources. As the population of Acton has increased, so has the need for new recreational facilities. In addition to increased demand by traditional uses and users, recreational facilities and opportunities need to be broadened to include all age groups and interests, as well as to meet the increasing demand of the youth and adult sports organizations. It is important to plan now for both short- and long-term solutions to this growth. Currently, the Town's active recreation fields and NARA Park make up about 63 acres, not including fields on school campuses. Recently, the Town signed an agreement with the State leasing an additional 10.4 acres of potential recreational fields on School Street. According to the National Recreation and Park Association, Acton should have considerably more active recreation land to meet the needs of its citizens (please refer to the OSRP).

Much of the Town's permanently protected open space includes a network of foot trails that provide opportunities for passive recreation, such as hiking, cross-country skiing, and access to ponds and streams. Public swimming facilities include the High School pool and the NARA pond. Fishing and canoeing can be enjoyed at Ice House Pond, Nashoba Brook, and Fort Pond Brook.

The development of new recreational facilities should take the shape of multi-use recreational zones, which incorporate playing fields, open space, landscaping and shade to ensure both participant and spectator comfort, land protection, and aesthetic appeal. Funding of such "Rec Zones" would not only provide much-needed playing fields, but would maximize CPA funds by creating open space buffers to offset increased development.

## **Recreation Goals**

- Provide additional athletic fields to meet the needs of the Town's growing population and develop multi-use "Rec Zones."

- Develop regional bike trails through Acton.
- Create more expansive human and wildlife corridors.
- Enhance resources for hiking, cross-country skiing, horseback riding, boating and fishing on conservation lands.
- Ensure universal accessibility to recreational activities (e.g., trails, picnicking, spectating at athletic fields, water-based recreation and camping) at both recreation and conservation areas.
- Acquire land to fulfill identified current and future recreational needs.
- Develop active recreational resources identified in the OSRP including playing fields, improved/new playgrounds, and improved handicapped access; also address adult senior and toddler recreational needs.

## COMMUNITY HOUSING

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The CPA defines “community housing” as housing for persons or families whose annual income is less than 100% of Acton’s areawide<sup>1</sup> median income, which in 2004 is estimated at \$82,600 for a family of four. However, for housing units created with CPA funds to be counted toward Acton’s 10% affordable housing goal, the units must serve those whose annual income is less than 80% of the areawide median income, which is estimated at \$66,150 for a family of four.

The CPA provides that CPA funds may be expended “for the creation, preservation and support of community housing and for the rehabilitation or restoration ... of community housing,” but not including maintenance. The Acton Housing Authority and the Acton Community Housing Corporation are the agencies best suited to implement community housing projects.

### Community Housing Resources and Needs

It is a core value of Acton to provide affordable housing opportunities for its citizens. In order to maintain Acton’s community character, it is critical for the Town to encourage and enable a diverse range of Acton resident households to live here. These include municipal and school employees, people who work locally, elderly residents, and the next generation of children.

The average price of homes and rental units in Acton has risen far beyond what many Town employees are able to afford. Affordable housing opportunities help Acton attract and retain talented employees upon whom the Town depends to provide high quality public services.

According to the Governor’s 2003 Chapter 40B Task Force, the lack of affordable housing in Massachusetts continues to be the greatest threat to its economic vitality. Massachusetts will continue to lose population and fail to attract and retain highly skilled labor if affordable housing is not readily available.

Acton has a significant housing affordability gap. In May 2004 the Massachusetts Department of Housing and Community Development certified 177 or 2.32% of Acton’s 7,645<sup>2</sup> dwelling units as deed-restricted affordable housing. That leaves Acton with 588 affordable units short of the Town’s goal of 10% low- or moderate-income housing units. The Town of Acton *Master Plan Update* provides more detailed information and should be referred to for additional discussion of community housing. Recently, the Town completed the *Community Development Plan*, which identified five priority housing needs: Low income rental units; affordable senior apartments; moderate-income homeownership; more choices for seniors; and below-market homeownership.

### Community Housing Goals

- Create, preserve and support community housing and rehabilitate or restore community housing that is acquired or created under the CPA. Give preference to the reuse of existing buildings and to the construction of new buildings on previously developed sites.

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<sup>1</sup> Boston Primary Metropolitan Statistical Area

<sup>2</sup> U.S. 2000 Census total housing unit count

- Limit purchase price or rental fees to the Department of Housing and Community Development's established maximum low- and moderate-income limits to ensure that units are counted toward Acton's 10% goal for affordable housing.
- Encourage diversity in Acton's population by achieving a mix of homes that enhances Acton's town character and provides needed choices for its residents.
- Promote a range of economic diversity in housing, including low- and moderate-income housing.
- Promote a range of choices in the types of homes to allow for residents' changing capacities and preferences.
- Preserve the character of Acton's established residential neighborhoods.

## HISTORIC RESOURCES

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Historic Resources are defined by the CPA as buildings, structures, vessels or real properties that are listed or eligible for listing on the State Register of Historic Places or are significant in the history, archeology, architecture or culture of Acton as determined by the Acton Historical Commission. CPA funds may be used for the preservation, restoration or rehabilitation of historic resources (including Town-owned historic resources), but not for routine maintenance. Unless such historic resources are in public ownership, the public purpose of investments in historic resources must be apparent, and must be protected by a permanent preservation restriction that ensures a public benefit.

Currently, Acton has a considerable number of historic assets, including municipal buildings, private homes, and ancient artifacts. Listed on the State and National Registers of Historic Places are the Faulkner House, the Jones Tavern, the Exchange Hall, the Jonathan Hosmer House, the John Robbins House, the Isaac Davis Trail (the "Line of March" of the Acton Minutemen in 1775), and the Acton Center Historic District, which includes over 40 buildings and structures. Listing on the State and National Registers recognizes the importance of these properties as state and national historic resources. Acton's three Local Historic Districts are the Acton Center District, the South Acton District, and the West Acton District. Local Historic District designation under M.G.L. 40C adds all the properties within them to the State Register and provides regulatory protections to preserve the historic integrity of the districts and their buildings and structures. In addition, Acton maintains a Cultural Resource List, which itemizes and describes approximately 400 buildings Town wide; many of them are outside any of the Local Historic Districts and not listed on the State or National Registers.

### Historic Resources and Needs

The rural, agricultural, and historic character of Acton is currently threatened by the rapid rise of local land values. It is now more feasible to remove older structures and replace them with new, much larger structures that are frequently out of scale with their neighborhood and setting. Meanwhile, the lost structures which gave a sense of history and cultural character to the neighborhood are lost forever. Similarly, the Town is frequently placed in a position of defending itself from large developments and subdivisions that diminish its rural character.

Placement on the Acton Cultural Resource List provides an opportunity to explore alternatives to the demolition of historically significant buildings or structures under Acton's Demolition Delay Bylaw. Many character-contributing historic resources are not listed or adequately documented and some are at risk of demolition. The CPA gives Acton the opportunity to make real the goals and desires of its *Master Plan Update*. These goals and ambitions become much more attainable with a dedicated funding source.

### Historic Preservation Goals

- Protect, preserve, and/or restore historic properties and sites throughout Acton of historical, archeological and cultural significance. Work to assist owners with adaptive re-use of historic properties.

- Protect threatened properties of particular historical significance. Fully document the architectural and historical significance of Acton's historic resources and their current condition. Prepare State Register and National Register application forms. Investigate and, if deemed feasible, adopt preservation restrictions for historic properties.
- Preserve the remaining rural/historic character of the Town, including, but not limited to, buildings, barns, outbuildings, burial grounds, markers, monuments, stone walls, fields, cart paths, historic land- and street-scapes and scenic vistas. Work to maintain the character of Acton's country roads.
- Continuously update and maintain the existing Town of Acton Cultural Resource Inventory and archival records.
- Provide education and community outreach regarding the extensive historical and cultural resources within Acton. Develop a signage program for historic structures to increase public awareness of historical and cultural assets within Acton.

## THE CPA FUNDING APPLICATION PROCESS

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The Committee invites CPA funding application for the upcoming funding round. It is the responsibility of the Committee to review all applications and to make recommendation(s) as to which, if any, of these applications should be so funded. The Committee expects to bring its recommendations to the 2005 Annual Town Meeting. The Committee has developed the following four-step process for reviewing, recommending, and funding of CPA proposals.

### **Step 1. Submit Completed Application by November 12, 2004**

Applications must be received by November 12, 2004 to be eligible for ordinary consideration at the 2005 Annual Town Meeting. At its discretion the Committee may accept applications after the deadline for extraordinary reasons.

Applications for CPA funding must be submitted to the following address:

Community Preservation Committee  
c/o Planning Department  
Acton Town Hall  
472 Main Street  
Acton, MA 01720

### **Step 2. Community Preservation Committee Review and Public Comment**

**A. Application Review:** The Community Preservation Committee will review submitted applications to determine whether the proposed projects:

1. Are eligible for Community Preservation funding; and
2. Are sufficiently developed in terms of their work plan and ripe in terms of timing for further consideration, and
3. Are consistent with the goals for CPA funding as set forth in this Plan, and
4. Are signed by the property owner.

**B. Meetings:** The Committee may ask applicants to meet with the Committee or its representatives to discuss their applications.

**C. Notification:** The Committee will notify applicants of its decisions concerning recommendations. It may ask eligible applicants to submit additional information.

**D. Public Forum:** The Committee will seek public comment on proposed projects at a hearing to be held in February 2005.

**E. Committee Recommendations:** The Committee will make its final recommendations for funding in the form of one or more warrant articles to be voted on at the 2005 Annual Town Meeting. The Committee may recommend a project as proposed by the applicant, or may modify the project, or it may recommend partial funding or funding for only a portion or phase of the proposed project. The Committee's recommendations

to Town Meeting may include detailed project scopes, conditions, and other specifications as the Committee deems appropriate to ensure CPA compliance and project performance.

### **Step 3. Town Meeting Vote**

The Committee will present its recommendations to the 2005 Annual Town Meeting for discussion and vote. Town Meeting has the final authority to award funds from Acton's Community Preservation Act Fund. A simple majority vote is required to approve funding. A two-thirds vote is required for borrowing.

### **Step 4. Project Execution**

Funding for approved projects will be available following Town Meeting. CPA monies are public funds raised from dedicated Acton tax revenues and from State subsidies to the Town. Therefore, projects financed with CPA funds must comply with all applicable State and municipal requirements, including the State procurement law, which requires special procedures for the selection of products, vendors, services, and consultants.<sup>3</sup>

All CPA funds are administered and disbursed by the Town of Acton, and project management, oversight, execution, and financial control will be under the control of the Town Manager or his designee. All bid documents or requests for proposals must be approved by the Town Manager before publication. All purchases of goods and services require a Town of Acton purchase order issued by the Town Manager or his designee. Final decisions regarding the selection of goods and services are the responsibility of the Town Manager. All contractual agreements with vendors or service providers must be approved and signed by the Town Manager. Payments are made only after the receipt of goods or services. The Town Manager may approve partial payments for partially completed service as may be specified in a Town-approved service contract or on a case by case basis at his discretion.

For questions about procurements and other financial requirements and procedures please contact the Town Treasurer, John Murray, at (978) 264-9612. General questions concerning the application process should be directed to Roland Bartl, Town Planner, via email at [cpc@acton-ma.gov](mailto:cpc@acton-ma.gov), or by calling (978) 264-9636. He will assist you or will direct your inquiry to the appropriate Town staff.

The Committee may request project status updates from Fund recipients. The purpose of such update is to aid the Committee in refining the Plan and to identify issues that may assist future applicants.

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<sup>3</sup> For Example: Purchases over \$5,000 require the solicitation of at least three quotes. Purchases over \$25,000 require the publication of "invitations for bids" or "requests for proposals". Contracts for goods and services must be awarded to the lowest qualified bidder, which may be someone other than who assisted the applicant with a project application. Project purchases cannot be split to avoid the State procurement laws.



## GUIDELINES FOR SUBMISSION

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The following guidelines should be utilized in preparing an application for CPA funding. These guidelines should be utilized in consideration of the applicable Plan goals, and in conjunction with the "Review and Recommendation Criteria" section of this Plan.

- Each project funding application must be submitted using the *Community Preservation Plan* "Project Application Form." Additional pages should be added as necessary.
- Project funding applications must be received by November 12, 2004 to be considered at the 2005 Annual Town Meeting.
- Project funding applications should be for funding within a 5-year completion period.
- If submitting multiple applications, projects should be submitted in order of priority.
- Applicants should review the CPA, the Acton CPA Bylaw (Chapter S), and this *Community Preservation Plan* prior to submitting CPA funding applications.
- Applicants should prepare itemized project scopes, with details describing each item and its estimated cost.
- Applicants should obtain professionally prepared quotes for project costs whenever possible. If such quotes are not available, detailed cost estimates may be used, provided the basis of the estimates is fully explained.
- If the funding application is part of a longer-term project, the applicant should include the total project cost.

Applicants should take the following factors into consideration when completing the application. In evaluating project proposals, the Committee will use these factors in conjunction with the criteria outlined under "Review and Recommendation Criteria":

### Community Character:

- a) encourage and preserve open space and agriculture
- b) promote/maintain diversity in housing stock
- c) preserve historic resources
- d) re-use existing structures
- e) enhance social, economic, cultural, historical, and natural resources, and their diversity
- f) preserve/revitalize historic centers/districts
- g) acquire/preserve threatened resources
- h) be consistent with Town planning documents

### Community Impact/Needs:

- a) provide present and future uses

- b) increase/expand recreational facilities
- c) protect environmental/water resources
- d) address community need/fill void in community
- e) maximize number of people affected/benefiting
- f) meet needs of under-served populations
- g) meet multiple needs and populations

Fiscal Impact:

- a) initial cost
- b) ongoing maintenance or program costs
- c) minimize financial impact on taxpayers
- d) debt commitment
- e) multiple funding sources
- f) revenue generation
- g) feasibility

Other Factors:

- a) degree of urgency
- b) required timeline or impending deadlines
- c) complexity of execution

## REVIEW AND RECOMMENDATION CRITERIA

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It is the responsibility of the Committee to review all projects proposed for funding through the CPA Fund and to make recommendations to Town Meeting as to which, if any, of the proposed projects should be funded. In order to be considered eligible for review by the Committee, a project must at a minimum meet the statutory requirements of the CPA.

A project submitted to and deemed eligible for consideration by the Committee will be evaluated in relation to the following "Review and Recommendation Criteria." Recommendations for funding will be based on how well the individual projects meet these criteria, recognizing that all criteria may not apply to every project. The Committee will also give due consideration to the urgency of the project, with particular consideration given to those projects whose successful implementation is constrained by scheduling factors not controlled by the applicant.

- The project is consistent with the goals of the Town of Acton *Community Preservation Plan*.
- The project is consistent with the Town of Acton *Master Plan Update*, the Town of Acton *Open Space and Recreation Plan*, and other Town planning documents that have received wide scrutiny and input. These are available at the Acton Planning Department, the libraries, and on [www.acton-ma.gov](http://www.acton-ma.gov).
- The project is economically or otherwise reasonably feasible to implement.
- The project serves a currently under-served population.
- The project serves multiple needs and populations and/or addresses more than one focus area of the CPA.
- The project leverages additional or multiple sources of public and/or private funding.
- The project utilizes, preserves, protects or enhances currently Town-owned open space, recreation, historic and/or housing assets.
- The project is consistent with recent Town Meeting actions.
- The applicant/applicant team has successfully implemented projects of similar type and scale, or has demonstrated the ability and competency to implement the project as proposed.
- The applicant has site control, or the written consent by the property owner to submit an application.

## PROJECT APPLICATION FORM

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**Applicant:** \_\_\_\_\_

**Submission Date:** \_\_\_\_\_

**Applicant's Address, Phone Number and Email**

**Purpose: (Please select all that apply)**

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- ☐ Open Space
- ☐ Community Housing
- ☐ Historic Preservation
- ☐ Recreation

**Town Committee (if applicable):** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Project Location/Address:** \_\_\_\_\_

**Amount Requested: \$** \_\_\_\_\_

**Project Summary:** In the space below, provide a brief summary of the project.

**Estimated Date for Commencement of Project:** \_\_\_\_\_

**Estimated Date for Completion of Project:** \_\_\_\_\_

## **APPLICATION INSTRUCTIONS AND REQUIRED ATTACHMENTS**

**Submit 15 complete copies of the application (including all attachments).**

**Attach the following with all applications:**

- **Narrative:** A complete and detailed description of the project and, when applicable, of the property involved and its proposed use. Describe how the project will benefit the Town and the citizens of Acton and how the project is consistent with the Community Preservation Plan's "Guidelines for Submission" and "Review and Recommendation Criteria." Include a work plan showing the anticipated steps or phases for completion of the project and the timing and estimated cost of each phase.
- **Site Control:** A copy of the deed, purchase and sale agreement, option agreement, or other document to prove that the applicant has site control; or the property owner's written consent to the application and to the proposed project. If site control is not established, please explain in detail.
- **Project Scope:** An itemized project scope, with details describing each item and its estimated cost.
- **Cost Estimate:** Professionally prepared appraisal; or professionally prepared cost estimate (or detailed cost estimate with full explanation by line item and back-up material).
- **Feasibility:** List and explain all further action or steps that will be required for completion of the project, such as environmental assessments, zoning or other permits and approvals, agreement on terms of any required conservation, affordability, or historic preservation restrictions, subordination agreements, and any known or potential barriers or impediments to project implementation.
- **Maps:**
  - USGS topographical map showing regional location of project
  - Assessors map showing location of the project
- **Photographs** of the site, building, structure, or other subject for which the application is made.

**Include the following, if applicable and available:**

- Record plans of the land.
- Natural resource limitations (wetlands, flood plain, etc.).
- Zoning (district, dimensional and use regulations as applies to the land).
- Inspection reports.
- 21E Reports and other environmental assessment reports.
- Architectural plans and specifications for new construction and rehabilitation.
- Site plans and specifications.
- Maps, renderings, etc.
- Historic inventory sheet.

- Existing conditions report.
- Names and addresses of project architects, contractors and consultants.
- Other information deemed useful for the Committee in considering the project.

**Notes:**

- Following the initial review of all applications, the Community Preservation Committee may request from applicants additional or more detailed information, and further clarifications to the submitted proposals. The Committee may request from the applicant a legal opinion to help it assess CPA project eligibility and to provide answers to any other questions that the Committee may have before finalizing its recommendation to Town Meeting.
- Once the Committee has made a preliminary selection of projects for funding, the Committee will work with the applicants for those projects to advance them for funding by Town Meeting.
- The Committee reserves the right to attach conditions, and to require deed restrictions and additional agreements, before its favorable funding recommendation to Town Meeting.

# APPENDIX

1. Bureau of Local Services Schedule A4; December 22, 2003 (next 2 pages)

**BUREAU OF ACCOUNTS  
SCHEDULE A-4\*  
COMMUNITY PRESERVATION FUND CH. 44B  
ACTON**

	City/Town/District	
	(a) FY2003 Actual Revenues	(b) FY2004 Estimated Revenues
1. Annual revenues and available funds		
a. Surcharge	\$ 470,991.16	\$ 470,991.16
State trust fund distribution		473,464.55
Other _____		
Total annual revenue.	\$ 470,991.16	\$ 944,455.71
Fund Reserves		
Fund Balance		
Other _____		
Total current year revenues and available funds	470,991.16	944,455.71
b. Fund balance and reserves appropriated for PY costs		
TOTAL Revenues and Available Funds	\$ 470,991.16	\$ 944,455.71

To Recap, Part IIIB, line 4

\* Written documentation should be submitted to support increases/decreases of estimated revenues to actual revenues.

I hereby certify that the amount of fund reserves, fund balance and other available funds reported in Part I column(b) correctly reflects the votes of town meeting/city council.

Edward Keller  
Clerk

December 22, 2003  
Date

I hereby certify that actual revenues, as shown in Part 1 column (a) are to the best of my knowledge correct and complete.

Stephen A. Barnett CPA  
Accounting Officer

12/22/03  
Date

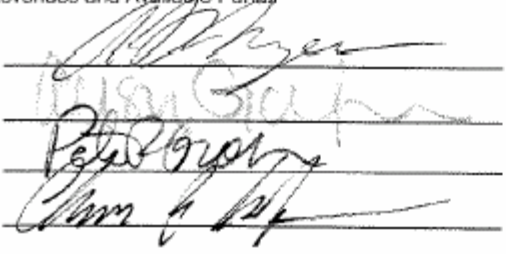
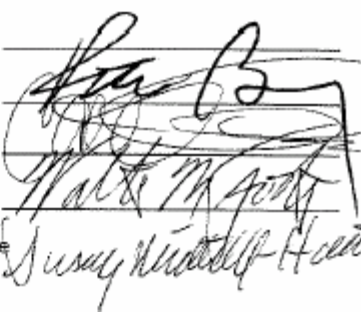
We hereby attest that the revenues itemized above have not been used as a revenue source elsewhere in Tax Rate or Pro Forma recap.

[Signature]

Susan J. Miller  
Board of Assessors

12-22-03  
Date

# APPENDIX

<u>ACTON</u>		<b>SCHEDULE A-4</b>	
City or Town			
2. Appropriations, Reservations and Other			
a. Appropriations			
Administrative expenses	\$	<input type="text"/>	
Debt service		<input type="text"/>	
Acquisitions and projects		<input type="text"/>	
Other _____		<input type="text"/>	
Reserves appropriated for PY costs		<input type="text"/>	(Must equal Part 1b)
Total Appropriations	\$		<input type="text" value="0.00"/>
b. Reservations			
Open Space	\$	<input type="text"/>	
Historic Resources		<input type="text"/>	
Community Housing		<input type="text"/>	
Budgeted Reserve to be appropriated		<input type="text"/>	
Total Reservations	\$		<input type="text" value="0.00"/>
c. Other (unappropriated, unreserved)	\$		<input type="text" value="944,455.71"/>
TOTAL Appropriations, Reservations and Other	\$		<input type="text" value="944,455.71"/>
		*To Recap page 4, col. a	
3. Prior Year Deficits	\$		<input type="text"/>
		**To Recap, part IIB, Line 5	
4. Community Preservation Fund Recap			
Total Appropriations, Reservations and Other	\$		<input type="text" value="944,455.71"/>
Add: Prior year deficit			<input type="text" value="0.00"/>
Total Revenues and Available Funds	\$		<input type="text" value="944,455.71"/>
 Susan G. Gifford Chair		 Walter M. Gifford Mayor	
Community Preservation Committee			



## APPENDIX

### 2. 2003 Project Proposals and Committee Funding Recommendations

**CPC - Final Project Recommendations for Funding from FY 03 Fund Balance**

all amounts in \$			Request	Committee Recommendation	CPA Category
	Proponent	Proposals			
1	Town of Acton	Assabet River Rail Trail - design and construction	170,000	170,000	recreation/historic
2	Acton Community Housing Corporation	214 Central Street/28 Willow Street Affordable Housing Feasibility Study	25,000	25,000	housing
3	Acton Community Housing Corporation	Community Housing Fund	75,000	25,000	housing
4	Acton Historical Commission	Cultural Resource List Update	20,000	20,000	historic
5	Town of Acton	Davis Monument restoration	50,000	50,000	historic
6	East Acton Village Planning Committee	East Acton Village Green	70,000	not funded	
7	Acton Housing Authority	Family Housing Initiative	200,000	200,000	housing
8	Acton Memorial Library	Historic Flag Preservation	5,600	5,600	historic
9	Historic District Commission	Historic District Boundary Signs	8,285	8,285	historic
10	Acton Boxborough Regional High School	Leary Field synthetic turf	129,250	withdrawn/not funded	
11	Town of Acton	Morrison Farm master plan and field development	442,300	59,800	unspecified
12	Brian and Ruth Bendig	Barn Restoration	48,000	not funded	
13	T. J. O'Grady Skate Park, Inc.	T. J. O'Grady Skate Park construction	67,000	67,000	recreation
14	Charles W. Richard III	Quarry Road town forest addition	80,000	not funded	
	CPC	open space reserve		200,000	open space
15	Town of Acton	administration/reimbursement to town	42798	42798	admin.
		<b>Totals</b>	1,433,233	873,483	
		<b>Available Funds</b>	944,456	944,456	
		<b>Balance</b>	-488,777	70,973	unspecified reserve

## APPENDIX

3. 2004 Annual Town Meeting, Article 18 – Community Preservation Program (this article was adopted as shown)

### **ARTICLE 18 COMMUNITY PRESERVATION PROGRAM** (Majority vote)**DIRECT APPROPRIATIONS FROM FUND BALANCE**

To see if the Town will vote to appropriate or to set aside for later appropriation, and to authorize the Board of Selectmen and the Town Manager to expend or set aside, from the FY 2003 Community Preservation Fund Balance the following amounts for community preservation purposes with each item considered a separate appropriation:

<b>Purpose</b>	<b>Recommended Amounts</b>
<b>Set Aside Appropriation – Open Space</b>	
<b>A.</b> Acquisition, creation, and preservation of Open Space, and its rehabilitation and restoration	\$ 200,000
<b>Spending Appropriations</b>	
<b>B.</b> Davis Monument Restoration	\$ 50,000
<b>C.</b> Cultural Resource List Revision and Expansion	\$ 20,000
<b>D.</b> Historic District Boundary Signs	\$ 8,285
<b>E.</b> Flag Preservation	\$ 5,600
<b>F.</b> Assabet River Rail Trail	\$ 170,000
<b>G.</b> T. J. O’Grady Memorial Skate Park	\$ 67,000
<b>H.</b> Morrison Farm Master Plan	\$ 59,800
<b>I.</b> Family Housing Initiative	\$ 200,000
<b>J.</b> 214 Central and 28 Willow Streets Feasibility Study	\$ 25,000
<b>K.</b> Community Housing Fund	\$ 25,000
<b>Administrative Spending Appropriation</b>	
<b>L.</b> A fund reimbursing the Town of Acton for administrative services and operating expenses provided in support of the Community Preservation Committee	\$ 42,798

And, whereas Massachusetts General Law, Section 44B requires that the Town appropriate for spending, or set-aside for future spending, from the fund balance at least 10% for open space, 10% for historic preservation, and 10% for community housing.

And, whereas the recommended set-aside appropriation for open space amounts to 21.2% of the Fund Balance, the recommended project appropriations B, C, D, E and \$10,561 of F for historic preservation amount to 10% of the Fund Balance, and the recommended project appropriations I, J, and K for community housing amount to 26.5% of the Fund Balance.

And, whereas Town Meeting may vote to delete or reduce any of the recommended amounts.

Therefore, in the event that recommended amounts are deleted or reduced, vote to appropriate as a set-aside for future spending from the FY 2003 Community Preservation Fund Balance the minimum necessary amounts to allocate not less than 10% (\$94,446.00) for open space, not less than 10% (\$94,446.00) for historic preservation, and not less than 10% (\$94,446.00) for community housing.

## APPENDIX

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, or take any other action relative thereto.

### SUMMARY

This article would make appropriations from the Town's Community Preservation Fund. In 2002, the Town adopted the Community Preservation Act, Massachusetts General Laws Chapter 44B. This established Acton's Community Preservation Fund through a 1.5% annual surcharge on real estate property tax bills with certain exemptions, and made the Town eligible to receive annually additional monies from the Massachusetts Community Preservation Trust Fund, which are added to the Town's Community Preservation Fund. Under the law, the Community Preservation Fund may be used to acquire, create and preserve open space; acquire, preserve, rehabilitate, and restore historic resources; create, preserve and support community housing; acquire, create and preserve land for recreational use; and for certain related expenses in support of the foregoing. Community housing is defined as housing for low- and moderate-income individuals and families.

Local adoption of the Community Preservation Act established the Acton Community Preservation Committee as a statutory committee under the Act (Chapter S of the Bylaws of the Town of Acton). The Community Preservation Committee's duties under the law are to study the needs, possibilities, resources, and preferences of the Town regarding community preservation; to engage in an open and public process of deliberation and consult with other Town Boards and Committees; and to make recommendations to Town Meeting for appropriations from the Community Preservation Fund. In addition, the Community Preservation Committee will oversee and monitor progress of funded community preservation projects.

The Committee first convened in February 2003. In October, it published its 2004 Community Preservation Plan with guidelines for the submission of projects seeking community preservation funds. By November 14, 2003, it had received fourteen funding applications for proposed community preservation projects. The Committee reviewed all proposals, interviewed the respective proponents, and solicited legal opinions on the proposals to help evaluate their eligibility under M.G.L. Ch. 44B.

For its first year, FY 2003, the surcharge raised \$470,991.16 and the Town received \$473,464.55 in State funds to bring the Town's total FY 2003 Community Preservation Fund balance to \$944,455.71. Ch. 44B requires that the Community Preservation Committee recommends in each fiscal year the spending of not less than 10% of the annual revenues in the Community Preservation Fund for each of the following: Open space (not including land for active recreation purposes); historic preservation; and community housing. It may recommend the taking by the Town of interest in real property, the set-aside of funds for later spending, and appropriation of not more than 5% of the annual revenues of the Community Preservation Fund for the Committee's administrative and operating expenses.

This article represents the Community Preservation Committee's spending recommendations from the Community Preservation Fund balance. Except for recommended set-asides for future spending, all recommended amounts should be considered as "up-to" spending limits for the respective projects. The Community Preservation Committee's intent is to monitor all projects and to maximize savings wherever possible. Savings will be available for future appropriations.

## APPENDIX

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Not all projects that were proposed to the Community Preservation Committee are recommended for funding, and some of the recommended projects are not recommended at the funding level that their proponents had requested.

### **A. Open Space Set-Aside**

This item appropriates a set-aside fund from which Town Meeting may appropriate spending in future years for the purpose of acquisition, creation, and preservation of open space and the rehabilitation and restoration of such open space.

<b>Recommendations:</b>	<b><u>Board of Selectmen</u></b>	<b><u>Finance Committee</u></b>
	<b>Recommended</b>	<b>Recommended</b>

### **B. Davis Monument Restoration**

The 75-foot high Davis Monument commemorates the sacrifices of the Acton Minutemen in the Revolutionary War battle at the North Bridge in Concord in April 1775. It is the single most significant architectural feature in the Town. It is the focal point of the Town Common, and it is on the Town Seal. Built in 1854, the monument has not received significant maintenance in thirty years. The requested appropriation will enable the Town to contract masonry repairs as outlined in a report by Turk Tracey & Larry Architects, LLC in 2002 to prevent damage from ice and water intrusion.

<b>Recommendations:</b>	<b><u>Board of Selectmen</u></b>	<b><u>Finance Committee</u></b>
	<b>Recommended</b>	<b>Recommended</b>

### **C. Cultural Resource List Revision and Expansion**

The Cultural Resource List is compiled by the Historical Commission and contains properties that are historically and culturally significant to the Town. As the town board responsible for community-wide preservation planning, the Historical Commission is charged under MGL Ch. 40, Section 8d with planning for the identification, evaluation, and protection of the community's historic and cultural resources. As the first step in this effort, the Historical Commission is expected to survey the community and compile, maintain, and periodically update an inventory of the town's historic and cultural assets, utilizing official inventory documentation forms.

Acton's historic/cultural survey was last revised in the early 1990s. At that time it included properties of significant historical value up to the late 1920s, but many properties from the late 19th- through the second quarter of the 20th centuries, structures such as bridges and dams, important outbuildings and historic landscapes still remain to be documented. The guidelines for historic properties surveys that are issued by the Massachusetts Historical Commission call for the local Historical Commission to make sure that all property types are surveyed, including clusters of related historic resources such as East Acton Village.

The requested appropriation would allow the Town to hire a historic preservation specialist to prepare official historic survey and inventory forms for approximately 100 properties, including many already on the Cultural Resource List, but presently without or with inadequate documentation forms.

## APPENDIX

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<b>Recommendations:</b>	<b><u>Board of Selectmen</u></b>	<b><u>Finance Committee</u></b>
	<b>Recommended</b>	<b>Deferred</b>

### **D. Historic District Boundary Signs**

Acton has three Historic Districts: the South Acton, West Acton, and Acton Center Historic Districts. The requested appropriation will fund the Acton Historic District Commissions efforts to purchase up to 25 historic marker signs and to install up to 22 signs at Historic District boundary locations along primary and secondary roads and highways. Three signs, one for each district, would be held in reserve for replacements as needed.

<b>Recommendations:</b>	<b><u>Board of Selectmen</u></b>	<b><u>Finance Committee</u></b>
	<b>Recommended</b>	<b>Recommended</b>

### **E. Flag Preservation**

In 1889, William Allan Wilde gifted the Acton Memorial Library to the Town of Acton in honor of Acton's Civil War dead and veterans. The library stores about 150 Civil War era and related artifacts, including an American flag of the Isaac Davis Post of the Grand Army of the Republic veterans' organization. The flag dates from the early 20th century and was given to the Memorial Library in 1947. Generally in good condition for its age, it has damage from use and time in storage such as stains and stress tears on the fabric. The requested appropriation will contribute to the Memorial Library Trustees' endeavor to professionally restore the flag and to display it in a protective casing on a wall in the library. The project is estimated to cost between \$7,800 and \$8,300. The Memorial Library Trustees will fund from gifts the difference between the recommended appropriation and the estimated total cost.

<b>Recommendations:</b>	<b><u>Board of Selectmen</u></b>	<b><u>Finance Committee</u></b>
	<b>Recommended</b>	<b>Recommended</b>

### **F. Assabet River Rail Trail**

The 12.5-mile Assabet River Rail Trail (ARRT) runs from Acton via Maynard, Stow, and Hudson, to Marlborough. The five communities have jointly advanced the trail since 1995. To date, the ARRT has received roughly \$2 million in public and private funding, donations, and commitments. Acton Town Meeting has appropriated a \$30,000 local share for trail acquisition in 1998, which leveraged \$150,000 in Federal funds earmarked for acquisition in Acton. Today, a section of the ARRT in Marlborough is finished. Another through Hudson is under construction. Several other parts have been reassembled from private ownership. Acquisitions in Acton are drawing to a close.

Acton's 1.3-mile/7.9-acre portion of the ARRT begins at the South Acton commuter rail station, crosses the active track on Main Street and follows an old railroad right-of-way from Maple Street, south and parallel to Main Street, to the Maynard line. Near Maynard, a commercial building obstructs the former rail line, but there is an agreement with the landowner on an easement detour.

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The requested appropriation is the local match that would position the Town competitively to leverage Federal transportation funds for the design and construction of the ARRT in Acton, estimated to cost a total of \$1.42 million.

Construction of the trail will preserve the old railroad right-of-way as part of South Acton's history and make the corridor accessible to the public for enjoyment of the Mill Pond and nearby farm fields. It is anticipated that construction of the ARRT will restore the timber trestle across Mill Pond and remnants of an old turntable near Maple Street. Heavily subsidized with federal funds for their value as transportation alternatives, rail trails are equally important recreation facilities. The ARRT offers opportunities for recreational biking, walking, rollerblading, and cross-country skiing in winter.

**Recommendations:**      **Board of Selectmen**      **Finance Committee**  
   **Recommended**                      **Recommended**  
**G. T. J. O'Grady Memorial Skate Park**

In 2001, the Town appropriated from general fund revenues \$80,000 for the development of the T. J. O'Grady Skate Park. In 2003, the Town acquired from the State for recreation purposes a 1-acre property at 66 Hayward Road with the intention of locating the skate park on it. The site (plate F-3, parcels 16 and 16-1 on the 2003 Town Atlas) is within walking distance from the Senior and Junior High Schools. The Town and T. J. O'Grady Memorial Skate Park, Inc. have collaborated in designing a park for the selected site. Functionality, safety, and durability were the major considerations in the design of the park and the selection of preferred construction materials. The requested appropriation will supplement the Town's previous appropriation and funds raised and to be raised by T. J. O'Grady Memorial Skate Park, Inc. from other sources. The total cost of the skate park is estimated to be approximately \$285,000.

**Recommendations:**      **Board of Selectmen**      **Finance Committee**  
   **Recommended**                      **Recommended**

### **H. Morrison Farm Master Plan**

In 1997 the Town purchased the Morrison Farm at 116 Concord Road as general municipal land with the vision that it would provide much needed recreation field space while preserving a substantial tract of open space and retaining the rural character of the farm. The 32-acre property is shown on the 2003 Town Atlas on plate F-4 as parcel 34. It has a house and barn near Concord Road, open fields alongside Ice House Pond, and woods in the rear. The requested appropriation will fund a master plan for the Morrison Farm and the land and resources surrounding it, such as the nearby East Acton Village, the proposed East Acton Village Green, the proposed Bruce Freeman Rail Trail, Ice House Pond, and Nashoba Brook. A master plan is necessary to fully understand the land's potential within its geographic and community context. The planning process is envisioned as a collaboration of interested citizens developing in open meetings a vision for the land. A professional land development consultant would assist in this effort.

**Recommendations:**      **Board of Selectmen**      **Finance Committee**  
   **Recommended**                      **Recommended**

### **I. Family Housing Initiative**

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The Acton Housing Authority manages 39 family rental units in Acton. The waiting list for such units currently registers 1044 families, 60 from Acton. The requested appropriation will be combined with a private \$300,000.00 contribution to the Acton Housing Authority to purchase two existing 2- to 3-bedroom condominium units that will be permanently restricted as affordable housing and managed by the Acton Housing Authority. The Housing Authority has received permission from the Massachusetts Department of Housing and Community Development to add these units to the State-aided public housing inventory under the Chapter 705 housing program for families, under which the State will assume the units' ongoing maintenance, administrative, and other costs. Any payment of Community Preservation Funds for this purpose will be conditioned on the imposition on the acquired units of an Affordable Housing Restriction in a form satisfactory to the Board of Selectmen.

**Recommendations:**     **Board of Selectmen**     **Finance Committee**  
   **Recommended**                     **Recommended**

### **J. 214 Central and 28 Willow Streets Feasibility Study**

The requested appropriation will enable the Acton Community Housing Corporation (ACHC) to hire a professional consultant to study the feasibility of creating three or more affordable housing units on one property located at 214 Central Street and 28 Willow Street. The site is shown on the 2003 Town Atlas plate F2-B as parcels 64 and 65. The study will examine all aspects of the potential project, including neighborhood feedback, funding sources, design options, unit mix, and financial viability. Should the project be found feasible and proceed, it would create needed affordable housing and improve the neighborhood by replacing run-down garages with new residential infill. The site is ideally located amongst a mix of single- and multi-family homes within walking distance of West Acton Village.

**Recommendations:**     **Board of Selectmen**     **Finance Committee**  
   **Recommended**                     **Recommended**

### **K. Community Housing Fund**

This requested appropriation will create an endowed reserve fund to receive in the future other funds in support of community housing from private donations and gifts, excess profits from Ch. 40B projects, foundations, and federal, state, and local funding programs, including possible future appropriation from the Community Preservation Fund. The Community Housing Fund would be used by the Acton Community Housing Corporation (ACHC), or any other entity that the Board of Selectmen may determine, in support of community housing for purposes allowed under the Community Preservation Act, including but not limited to acquisitions, rehabilitations, and conversions of existing housing stock, new development, refinancing or repurchase of existing affordability restrictions about to expire, purchase of new affordable housing deed restrictions, accessibility modifications of affordable units for persons with disabilities, and assistance to low- and moderate-income buyers with mortgage costs, down payments or closing costs. The Community Housing Fund would be established as a special fund of the Town of Acton under the control of the Board of Selectmen.

**Recommendations:**     **Board of Selectmen**     **Finance Committee**

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**Recommended**

**Recommended**

### **L. Administrative and Operating Expenses**

The Community Preservation Act allows up to 5% of the annual community preservation funds to be expended for administrative and operating costs of the Community Preservation Committee and Program. The requested appropriation is 4.5% of the 2003 Community Preservation Fund. It will reimburse the Town for staff support time and software expenses incurred during the initial set-up of the Community Preservation Program, staff support time to run and maintain the Community Preservation Program, and to support the Community Preservation Committee since its inception, and costs for legal advice to the Community Preservation Committee.

<b>Recommendations:</b>	<b><u>Board of Selectmen</u></b>	<b><u>Finance Committee</u></b>
	<b>Recommended</b>	<b>Recommended</b>

Direct Inquiries to: Roland Bartl, AICP, Town Planner  
planning@acton-ma.gov / (978) 264-9636  
Selectman assigned: Walter Foster: bos@acton-ma.gov



## APPENDIX

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### 4. 2003 Annual Report of the Community Preservation Committee (2003 Town Report).

#### **Community Preservation Committee**

In 2002, the Town adopted the Community Preservation Act, M.G.L. Ch. 44B. This established a 1.5% surcharge on real estate property tax bills and made the Town eligible to receive State matching funds equal to the annual amount raised by the surcharge. These community preservation funds may be used to acquire, create and preserve open space; acquire and preserve historic resources; create, preserve and support community housing; and acquire, create and preserve land for recreational use. In its first year, FY 2003, the surcharge has raised \$470,991. The Town received \$473,465 in State matching funds to bring the Town's total FY 2003 Community Preservation Fund to \$944,456.

Local adoption of the Community Preservation Act also established the Acton Community Preservation Committee (CPC) as a statutory committee under the Act. The Committee's responsibility is to oversee the administration of the Community Preservation Fund, select and recommend to Town Meeting projects for funding, and monitor progress of funded community preservation projects. The CPC first convened in February 2003. In October, the Committee published its 2004 Community Preservation Plan with guidelines for the submission of projects seeking community preservation funds. In November, the Committee received fourteen applications for funding. The CPC reviewed all proposals, interviewed the respective proponents, and solicited legal opinions on the projects to help evaluate their eligibility. The Committee's recommendations will be presented for action by all citizens at April Town Meeting.

The Community Preservation Committee generally meets every 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month in the Acton Memorial Library meeting room. All CPC meetings are open and the Committee welcomes public participation throughout the process. For additional information and to request copies of submitted proposals, call the Town planning office at (978) 264-9636. Citizens may also email the Committee at [cpc@acton-ma.gov](mailto:cpc@acton-ma.gov) with comments and feedback. For additional information, citizens may visit the Community Preservation page on the Town website at [www.acton-ma.gov](http://www.acton-ma.gov).

#### 2003 CPC Members:

Peter Berry, at-large, Chairman  
Catherine Coleman, at-large, Vice Chairman  
Walter Foster, Board of Selectmen representative  
Alison Gallagher, Recreation Commission representative  
Peter Grover, Historical Commission representative  
Susan Mitchell-Hardt, at-large  
Andrew Magee, Conservation Commission representative  
Joseph Nagle, later Erin Bettez, Acton Housing Authority representatives  
Christopher Schaffner, Planning Board representative  
Mimi Herington, Associate  
Wayne Klockner (former), Carol Todzia (former), currently Matt Lundberg, Associate  
Roland Bartl, Town Planner, staff support